

## How to Open an Entity in EEM

When it has been determined that a new school or another entity needs to be created, an EEM authorized user may submit a request to add a new entity.

To add a new entity:

1. Log into the EEM at [www.michigan.gov/eem](http://www.michigan.gov/eem).
2. Select "My Entities" and "List of Entities" from the left navigation bar.
3. Click the "Add New Entity" button.
4. A pop-up box will appear. From the drop-down menu, select the type of entity you would like to add and click the "OK" button.
  - a. If your entity type is an intermediate school district (ISD), your choices will include an ISD school, ISD unique education provider and an ISD non-instructional ancillary facility.
  - b. If your entity type is a local education agency (LEA), your choices will include a LEA school, LEA unique education provider and a LEA non-instructional ancillary facility.
  - c. If you are unsure as to which entity type you should select, please refer to the EEM Definitions document located in the "EEM Help" section of the CEPI EEM Web page.
5. You will be taken to the "Add New Entity" screen.
6. Complete all required characteristics for the new entity. Required characteristics are denoted with a red asterisk.
7. Enter the "Entity Open Date."
  - a. If the entity is opening for the upcoming school year, enter an open date of July 1 of the upcoming school year.
  - b. If the new school year has already started, the open date should be entered as July 1, assuming that school operations began with the start of the school year. If the building is opening mid-year, please contact CEPI for guidance.
8. Enter a Lead Administrator in the "Admin/Contacts" tab.
9. Enter a mailing and physical address in the "Addresses" tab. A physical address cannot contain a P.O. Box number.
10. Enter the ISD or LEA district that the entity belongs within in the "Relationships" tab.
11. Click the "Save" button.

After the request to open an entity has been submitted, the EEM State Administrator will either approve or deny the request. However, before that happens, the EEM authorized user will receive a phone call from the EEM State Administrator to verify the request.

## Approved Requests

If the request to open an entity is approved and the open date is on or before the current date, the entity will be added to the EEM with an "open-active" status on the date the request is processed by the EEM State Administrator.

If the request to open an entity is approved and the open date is a future date, the entity will be added to the EEM with an "open-pending" status. This is known as a deferred transaction.

Deferred transactions must be confirmed by the EEM authorized user. To do so:

1. Select "My Entities" and "Tasks" from the left navigation bar.
2. Locate the entity you requested to open and click the "Select" button.
3. A pop-up box will open. Click the "OK" button.
4. If the opening is not confirmed, the entity will remain in an "open-pending" status.
5. After the opening has been confirmed, the status of the entity will change from "open-pending" to "open-active" on the actual open date.
6. If deferred transactions are submitted, no other changes may be made to that entity record until the Effective Date is reached, unless the EEM authorized user decides to remove the deferred transaction.

### Denied Requests

The EEM authorized user will receive a phone call from the EEM State Administrator indicating why the request was denied. If necessary, follow the instructions given by the EEM State Administrator to resubmit the request with the corrected information. Otherwise, no further action is required.

If you have any questions about opening an entity in the EEM, please send an email message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and select option 3. Please provide your name, district code and district name, your telephone number (including area code and extension), your email address and your specific questions.